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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010011-3

TO : Chief of Logistics

JAN 27 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operations (continued item) -- Plant operations have been normal during the past week.

Plans are being made to work overtime Saturday, 29 January 1955, on an extra large job for [REDACTED] OCD. Saturday overtime is essential since the actual size of the job precludes working on it during other days of the week when adequate space is not available.

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2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- RE&C has received the estimate from GSA on our request for additional acoustic tile on the walls and ceiling of the motion picture room. Acceptance of this request by the Agency has not been made. We are awaiting further action by the Chief, SM&F. We also understand that [REDACTED] has the formal work order and letter written to send to GSA to implement the construction work on our transformer room. This should be forwarded shortly. In the meantime, carpenters, plasterers, and sheet metal workers continue work on our motion picture facilities.

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b. Securing of the Large Press Room (continued item) -- It is still anticipated that this work will begin 31 January 1955.

c. Painting of Cafeteria (continued item) -- This project is scheduled for next week.

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3. OTHER ITEMS OF INTEREST

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b. Rush Work (continued item) -- ORR has 9 reports processing through the plant; 2 reports are at ORR for final approval and 4 were delivered during the week.

The Cartographic Division, ORR, informed us on Thursday, 20 January 1955, that there would be a rush map reaching us on 21 January 1955 with eight overlays, four colors, to be printed, die-cut, folded, and ready for delivery by the close of business on Monday, 24 January 1955. The job was expedited for a high level briefing and in order to meet the dateline a man had to work overtime on Saturday, 22 January 1955.

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d. Dissemination of Agency Regulatory Issuances (continued item) -- No change.

e. AFOIN Maps for OCI (continued item) -- The second unit of the AFOIN maps has been printed. The next unit to be processed on this project consists of 22 maps and includes 98 overlays.

f. OCD Orientation (continued item - completed) -- Orientation of 90 OCD personnel in the printing aspect of the batch system was completed as scheduled.

g. DD/P Orientation (new and complete) -- Five persons from the DD/P complex were instructed in printing procedures and techniques and given a complete tour of the printing and reproduction plant. These people are intimately associated with materials that are being printed in our plant and, as a result of this tour, it is hoped that a greater coordinated effort can be achieved in this field.

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h. DD/P Support in Forms Printing (new and complete) -- At the instigation of DD/P, a meeting was held concerning

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the feasibility of printing forms in the FE area. Representatives of DD/P, Management Staff, Supply, and Printing & Reproduction were in attendance. After explanation by [REDACTED] the problem appeared to be one of supply and distribution. As a result, [REDACTED] suggested printing the forms at headquarters and stock piling them in [REDACTED] to be requisitioned from there by all operational elements in FE. [REDACTED] asked that requirements be given him to enable him to implement this suggestion. It was agreed that if any printing was to be done in FE area the problem should be approached from an overall basis rather than a specialized (forms printing only) basis.

i. Inspection of Haloid Equipment (new and complete) -- P&RD representatives traveled to Rochester, New York, to view the operation of the Haloid Company's new Xerox Copyflo continuous printer. This machine, employing the Xerox method of reproduction, has a tremendous production potential. It is versatile in that it will enlarge from microfilm and copy from original hard copy too. P&RD is reviewing requirements to determine whether this machine can be utilized and whether or not its installation would be feasible. It can be obtained on a rental basis for \$1,500.00 per month.

4. SPECIAL PROBLEMS

a. None.

[REDACTED]

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